



### Category of Work AE

AE is no longer a valid category of work for new contracts; you will need to use either AR (Architecture) or EG (Engineering).

### 2354 FUNDING SPLIT - New Special Fund Source Field

Don't forget to fill out your funding splits on the 2354 screen! And if you have "SPECIAL" funding, use the "SPECIAL FUND SOURCE" field to list the source of the special funding, i.e. "INSURANCE COMPANIES' USER FEES", "LOTTERY PROCEEDS", "MD HOUSING COUNCIL FUND", etc. *Note: The combined total of all funds must equal 100%.*

**\*\*\*FOR MDOT ADPICS Users, please make sure this is listed on the 2353 screen. For MDOT the funding is listed as FF (federal); SF (state); or OF (other).**

RUMBA - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

PCHL2354 V4.1 MD UAT ADVANCED PURCHASING/INVENTORY 07/02/2013 8:37 AM  
LINK TO: FUNDING SPLITS

CONTRACT ID : N00B4400001 TITLE : DELIVERY  
REVISION ID : 0001 AGENCY : N00

GENERAL : 25.00  
FEDERAL :  
SPECIAL : 75.00  
RESTRICTED :  
UNRESTRICTED :  
NON-BUDGETED :  
RE-IMBURSABLE :  
CAPITAL PROJECT :  
REVENUE GENERATING:

DESC: TO PROVIDE EXPERT CONSULTING

SPECIAL FUND SOURCE: LOTTERY PROCEEDS

F1-HELP F3-DELETE F5-NEXT F9-LINK F10-SAVE ENTER-INQ CL-EXIT  
NEXT RECORD DISPLAYED, READY FOR UPDATE

Ready Running APL NUMELD ADTPX7C OVR CAP NUM W 3,2 8:37:41 AM

## APPLICATION SYSTEMS MANAGEMENT

### 2013 Closing Review

**2013 Closing ~ Training Presentation ~ to be viewed with *Appendix C - Closing Instructions*.**

Please visit GAD's website for all R\*STARS 2013 Closing Information: [http://comptroller.marylandtaxes.com/Government\\_Services/State\\_Accounting\\_Information/Accounting\\_Procedures/RSTARS\\_Information/](http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/RSTARS_Information/)

### 2013 SCHEDULE OF DEADLINE DATES

The documents needed for the fiscal year 2013 R\*STARS closing and the deadlines for posting closing entries are as follows:

#### To Be Received/

#### Posted By:

Notify the General Accounting Division, in writing if your financial agency will calculate and post your year end payroll accrual (see page 1-12).

May 31, 2013



Submit final budget amendments to the Department of Budget and Management

June 14, 2013



Last day to post fiscal year 2013 receipts

July 5, 2013



Post final interagency cash adjustments

July 15, 2013



Schedule encumbrance review with DBM Budget Analyst

July xx, 2013



Agencies post final year-end closing entries

July 26, 2013



Financial agencies submit year-end closing checklist, G-8 forms and agency closing to DBM form to GAD

August 1, 2013



Submit agency closing form to DBM

August 1, 2013



Financial agencies submit GAAP closing schedules to GAD

August 8, 2013

GAAP closing schedules G and G-1

August 15, 2013

## APPLICATION SYSTEMS MANAGEMENT

### ***IT IS HERE!!!! ANSWERS 4.0***

Elearning Video :

[http://  
doit.net.md.gov/  
servdesk/Pages/  
TrainingVideo.aspx?  
video=39](http://doit.net.md.gov/servdesk/Pages/TrainingVideo.aspx?video=39)



Documentation is also located on DoIT's web-site under ANSWERS 4.0: [http://  
doit.net.md.gov/  
servdesk/fmisdocs/  
Pages/  
FMISDocHome.aspx](http://doit.net.md.gov/servdesk/fmisdocs/Pages/FMISDocHome.aspx)

**ANSWERS is a web-based reporting system** that displays the following ADPICS reports:

- o PCH065/067 SBR Expenditure Detail/Summary Report
- o PCH355 Contracts Management
- o PCH709 BPO/PO Change Orders
- o PCH710 Diagnostic by Work Category – Prime
- o PCH711 Annual MBE Procurement FORM #1A (Summary)
- o PCH712 Annual MBE Procurement FORM #1B
- o PCH713 Contracts by Classification
- o PCH717 Non-BPO Direct Vouchers
- o PCH718 Vouchers and BPO Direct Vouchers
- o PCH719 Subcontractors
- o PCH720 Subcontractors Projected
- o PCH721 R\*STARS Voucher Detail

### **New ADPICS Report PCHR260**

A new report, PCHR260, has been created for ADPICS. This report lists blanket purchase orders that have had the expiration date changed. The information on the report is the BPO, change order, old expiration date, new expiration date, post date, note pad indicator, and Operator ID.

A date range is used to determine the records selected for the report. All records with a post date from the low value to, and including, the high value will appear on the report.

### **Saturday Batch Schedules**

July 13, 2013 through August 24, 2013

## APPLICATION SYSTEMS MANAGEMENT

**Service Desk and Security Services Fax number is**  
**443-926-9742**

Service Desk hours of operations 7:00 a.m. to 5:00 p.m. M—F  
410-260-7778 or email us—  
[service.desk@maryland.gov](mailto:service.desk@maryland.gov)

### FMIS Production On-Line Operating Hours

**R\*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to 6:30 PM.**

**Wednesday: 6:30 AM to 4:00 PM**

**Saturday 6:30 AM to 5:00 PM**

### Reporting Information

**AE / IAE Availability: Effective June 03, 2013**

	Batch Cycle Day	Available Period
<b>AE</b>	Mon. → Fri.	FY 13 April (10) → Present
<b>IAE</b>	Every Fri.	FY 13 July (01) → March (09)
<b>FF</b>	Last Fri. of the Month	FY 12 <i>(if needed earlier in the month, can be done through special request.)</i>
<i>FY 2002 – 2011 available through special request.</i>		

**\*\*Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.**

**REMINDER: We are now in FY2014 so report requests run as 'CY' produces FY2014 data and 'PY' is FY2013 data.**

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. **This statement is also true when it is the last Friday of the month.**

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle.

## APPLICATION SYSTEMS MANAGEMENT

### SB48 Preferred Providers

Due to the requirements of SB48 passed during this past legislative session, the law requires all agencies (same agencies that do the MBE annual reports) to submit an annual report to DGS by 9/30 each year that details the number and dollar value of contracts awarded to preferred providers ("PP") during the previous fiscal year. To provide this functionality in ADPICS the following enhancements were implemented on Friday, July 5, 2013:

- 5200 Vendor Table Maintenance - New field Preferred Provider is 'Y' to identify those vendors as approved under the Employment Works Program of MD Works
- A value of PRE is displayed in the MBE/SBE Status on the following screens for those vendors with a value of 'Y' in the Preferred Provider field on the 5200 screen:
  - 2342 Blanket Purchase Order
  - 2340 Standard Purchase Order
  - 2360 Direct Purchase Order
  - 1410 Voucher
  - 1800 Direct Voucher

Information on the annual reports for Preferred Providers will be made available at a later date.

### NEXT MEETINGS SCHEDULED

**The next ADPICS PUG meeting is September 19, 2013 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 280), 1:30 p.m. - 4 p.m.**

Notes from the May meeting can be found on the BBS under *ADPICS Meeting Minutes/May 30, 2013 ADPICS Committee Meeting*. ( <https://www.doit.state.md.us/bbs/login.asp>, user id = bbsuser and password = bbsstate1)

*If you would like to listen in to the meeting via your desk —please follow the instructions below:*

Phone in 855-297-3227 or via your computer <http://www.intercall.com/iumGo>

Enter in Conference Code 5012161452

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**The next SPAG meeting will be held at MDOT Headquarters (7201 Corporate Center Drive , Hanover, MD )on September 19, 2013 starting at 9 a.m.** If you have any questions regarding this meeting, please contact Jamie Tomaszewski @ 410-260-7386 or [jamie.tomaszewski@maryland.gov](mailto:jamie.tomaszewski@maryland.gov)

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**Due to staffing shortages, the R\*STARS User Group meetings are cancelled until further notice.**